

# COMMUNITY VOLUNTEER FIRE COMPANY



## Town of Millington



## Emergency Management Plans

## **TABLE OF CONTENTS**

I.	Purpose of the Plan.....	3
II.	Emergency Situation History.....	4
III.	Organization.....	4
IV.	Emergency Management Concept.....	5
V.	Public Safety.....	5
VI.	Support Organizations.....	7
VII.	Incident Command System, Police, & Crowd Control.....	8
VIII.	Potential Hazards.....	11
IX.	Concepts of Operations.....	23
X.	Public Information.....	24
XI.	Responders & Possible Resources.....	24

- Appendix A – Emergency Management Agreement – 07/02/2007
- Appendix B – Nuisance Flooding Plan
- Appendix C – Water System Operations Emergency Action Plan
- Appendix D – Fire Plan for Use of Water Tower SOP
- Appendix E – Fire Hydrant Flow Rates
- Appendix F – Wastewater System Operations Emergency Action Plan

The Town of Millington is located on Maryland's Eastern Shore in southeastern Kent County and northwestern Queen Anne's County. Kent and Queen Anne's Counties in Maryland border Kent County in Delaware. Millington is a small town on the Upper Chester River, a major tributary in Kent and Queen Anne's Counties, and a part of Chesapeake Bay estuary. The corporate area of the Town encompasses approximately 624 acres with approximately 200 acres in woodland and 50 acres identified as in the 100-year flood zone.

**I. Purpose of the Plan.**

This plan is a guidance tool to provide information and procedures to coordinate the efforts of the Community Volunteer Fire Company (Fire Company) and the Town of Millington (Town) during emergency situations. It will allow each agency and organization participating to be more effective in its specific responsibilities through a coordinated effort. This plan further provides planning guidance on civil preparedness activities, as well as various support agencies and organizations, as required by the established basic emergency management and civil defense laws.

The Fire Company is recognized by the State of Maryland as a certified emergency responding organization. The Fire Company works closely with Queen Anne's County Emergency Management Services, Kent County Emergency Management Services, Cecil County Emergency Services, and various Delaware Emergency Services providing equipment, manpower, and assistance as emergency situations arise. The Community Volunteer Fire Company will provide a foundation and coordination of all the surrounding agencies and organizations, prior to, during, and after any major emergency or disaster (war caused, technological, terrorism related, or natural).

The Town of Millington will provide support and assistance to the Community Volunteer Fire Company while coordinating with other governmental agencies (Federal, State, and County) to address emergency situations during the event and during recovery. The Town will provide notification to its residents and area agencies as required to address emergency situations and at the request of the Fire Company.

It is the hope of the Fire Company and the Town that all volunteer groups and organizations will respond according to this plan. The possibility of a diminished manpower response exists due to family and personal agendas, as well

as many members of the Fire Company work outside of the area or may be essential employees for the State of Maryland, Kent County, and Queen Anne's County.

This joint operations plan has been designed to include various potential incidents, man-made, natural, or bioterrorism; therefore, individual sections of this plan may be utilized as the need arises. The plan also includes adopted emergency plans for the Town's utility plants and nuisance flooding plan.

## **II. Emergency Situation History.**

The Town of Millington has experienced devastating structure fires, hurricanes, tornadoes, blizzards, and flooding. Over the past 75 years, our area has experience severe flooding with damage to infrastructure, private homes, and need for rescue missions. We have also experienced damage from extreme winds with downed power lines, trees, and flying debris. The Fire Company has responded to numerous emergency medical situations, train derailment, airplane crashes, vehicle accidents, farm equipment and field fires, and structure fires.

The Town experiences nuisance flooding predominately in locations near or adjacent to the Chester River. These flooding episodes are typically caused by runoff from farm fields and impervious surfaces during excessive rain events or storms. The Town and its surrounding area are subject to the destruction of life and property in the event of a natural disaster and other emergencies.

## **III. Organization.**

The Kent and Queen Anne's County Commissioners and Kent and Queen Anne's County Emergency Management Services tend to leave the overall responsibility of civil preparedness, response, and operations to the Fire Company and the Town.

The Fire Company primary goal is to protect lives and property in times of emergency situations and disaster. This plan provides a primary and secondary emergency operations center be established, as well as mobile command vehicles.

The Fire Company will help ensure the following:

1. the ability to preserve constitutional leadership under all locations and agencies which may be involved,
2. a central location where all communication and decision making can take place, and
3. to have a secure facility with radio and telephone systems.

#### **IV. Emergency Management Concept.**

The Fire Company will:

- respond to any major emergency or disaster in the Town of Millington, Maryland and its surrounding area and assist in coordinating the incident activities;
- staff and manage activities at the Emergency Operations Center (EOC);
- supervise the keeping and reporting of records as required by Federal and State laws;
- provide assistance to Kent and Queen Anne's Counties for the operation of the Disaster Application Center for the Town;
- keep County and State Emergency Management agencies informed.
- warn and provide survival tips to the public for pending emergencies, to include activation of the Emergency Broadcast System.
- manage the station EOC and mobile command post;
- coordinate emergency management training; and
- work with the Town to update this plan every five (5) years.

#### **V. Public Safety.**

Kent County Sheriff's Department, Queen Anne's County Sheriff Department and Maryland State Police –

- should remain available to report to the scene command post or the EOC during any major emergency operation or disaster in the area;
- supervise law enforcement and other police services to assure the safety and welfare of citizens during emergencies;
- provide necessary traffic control during emergency situations;
- provide police radio communications at the EOC during emergency operations and/or at the scene mobile command post as needed;
- supervise crime related incidents such as terrorist acts, escaped fugitives, hostage incidents, etc.

- maintain mutual aid agreements with other police agencies that may be called to assist;
- responsible to establish police lines on the scene of any major emergency incident;
- provide support to the EOC for in initial damage assessment operations; and
- establish a command or control point on the scene and provide the Incident Commander with the location and contact information.

Chief of Community Volunteer Fire Company, and/or representative of Town –

- remain available to report to the scene command post or the EOC during any major emergency operation or disaster in community;
- supervise all firefighting/fire suppression, hazardous materials, and rescue operations in community;
- jointly conduct search and rescue (SAR) operations in community;
- provide traffic control at fire and rescue scenes.;
- provide fire radio communications at the EOC during emergency operations as well as on the scene mobile command post as needed;
- provide radiological and weather monitoring assistance;
- provide trained personnel to assist with emergency medical cases;
- maintain mutual aid agreements with other fire and rescue agencies that may be called on to assist;
- provide support to the EOC for initial damage assessment;
- provide hazardous materials response; and
- coordinate hazardous materials clean-up if needed.

EMS Captain – Emergency Services Division

- remain available to report to the scene command post or the EOC during any major emergency operation or disaster in our community;
- provide adequate Fire/EMS personnel during emergencies;
- supervise all authorized personnel engaged in emergency care and life saving measure;
- coordinate all appropriate agencies;
- provide for removal of victims to an area for emergency treatment (staging area);
- transport victims to medical facilities;
- transport victims to site for Medivac transport;
- assist in search and rescue operations;

- periodically conduct exercises to test mass casualty care;
- provide medical communications to the appropriate referral hospitals; and
- support Kent and Queen Anne’s Counties Health Departments with activities associated with chemical and/or biological responses.

## **VI. Support Organizations.**

The following organizations/agencies may be called upon to assist in a support capacity during emergency operations within the Town and its surrounding area.:

- Choptank Power
  - if needed will provide a representative at the EOC;
  - maintain and restore power;
  - locate and protect hazardous areas involving electrical service;
  - as necessary provide technical advice and service concerning power problems in the area;
  - assist with information on the location of persons requiring electricity for life-savings devices;
- Verizon, ThinkBig, Breezeline, and other phone/internet companies
  - if needed, provide a representative at the EOC;
  - maintain and restore telephone and internet service; and
  - as necessary provide support to ensure telephone and internet communications at the EOC.
- Delmarva Power
  - if needed, provide a representative at the EOC;
  - maintain and restore power;
  - locate and protect hazardous areas involving telephone and internet service;
  - as necessary provide technical advice and service concerning power problems in the area; and
  - assist with information on the location of persons requiring telephone or internet services for life-savings devices.
- Susquehanna Operational Services, LLC (Town’s Utility Operators)
  - if needed, provide a representative at the EOC;
  - maintain and restore water and sewer service;
  - locate and protect hazardous areas involving water and sewer service; and

- as necessary provide technical advice and service concerning water and sewer outages in the area.
- American Red Cross and other relief agencies
  - provide mass care, shelter, and individual emergency assistance to evacuees;
  - when necessary, establish first aid stations; and
  - coordinate volunteer manpower to assist in emergency efforts.

## **VII. Incident Command System (ICS), Police and Crowd Control**

The Incident Command System is a flexible system to professionally deal with any emergency incident. This is accomplished by establishing a command or control point, where the chief officials and officers will be centralized for decision making. The area can be an established perimeter, the Fire department, the Town office, or police lines.

### **Definitions**

Emergency Medical Services (EMS) Sector Commander – responsible for overall EMS operations at the incident; for appointing EMS functions as necessary, and to forward recommendations to the Incident Commander as to EMS needs

Incident Commander – the highest-ranking officer from the appropriate public safety agent. The Incident Commander shall be responsible for the management of the available manpower and equipment to achieve the maximum benefit.

Incident Management Team – the group of his/her personnel in direct control of the crisis to include the Incident Commander, his assistants, and any other individuals deemed appropriate and necessary by the Incident Commander.

Incident Security Officer – responsible for the security of the scene, maintaining public order, and the screening of individuals to ensure that only authorized personnel may access the area.

Operations Officer – responsible for implementation of the strategic decisions of the Incident Commander.

Public Information Officer – disseminates information to the news media.

Resources (Logistics) Officer – responsible for acquiring personnel, supplies and equipment as requested by the Incident Commander.



Sector Officer – responsible for a specific geographical area, or a specific function other than those specified, under the direction of the Incident Commander.

#### Crowd Control -

At any emergency or disaster scene there is a tendency for large crowds to gather. This creates an additional problem and necessitates the assignment of numerous personnel just to control these spectators. The dangers of injury, hysteria, panic, interference with operations, and the possibility of looting are increased if these conditions are allowed to remain unchecked. To prevent this from occurring, the following procedures should be instituted immediately:

- establish police/fire lines;
- remove all unauthorized persons to enter the area; and
- restrict entry into the area to one or two checkpoints to establish the identity of persons desiring to enter.

#### Police/Fire Lines must be established without delay –

- the purpose is to seal off the area so that persons, vehicles, and equipment which may interfere with operations may effectively be excluded from the area. At large scale incidents, it is usually necessary to establish a double set of police lines, an inner perimeter, and an outer perimeter.
  - Inner Perimeter (Hot Zone) –the inner perimeter, or security area, will include only the immediate emergency area. All essential personnel and equipment shall be excluded.
  - Outer Perimeter - the outer perimeter will include the entire area affected by arriving personnel and equipment and the area within which the various operational units will be established such as:
    - the mobile command post;
    - public information area; and
    - staging area

The outer perimeter will be considered the actual police lines and should be established in accordance with requirements for traffic and pedestrian control. The outer perimeter line should be established so as to minimize the need for barriers, and in addition, provide for the orderly dispersal of vehicles and pedestrians in more than one direction.

- Patrolled Check Point - ideally, one patrolled check point should be allowed where emergency route intersects the outer perimeter. If necessary, a second entrance through the line may be maintained on the opposite side of the perimeter to facilitate the entry and departure of emergency personnel and equipment. Personnel and equipment arriving at the entrance checkpoint will be directed to staging areas unless otherwise directed by the Incident Commander.
- Maintaining Police/Fire lines - personnel maintaining Police/Fire lines will exclude unauthorized persons and will direct authorized persons and equipment to the entrance checkpoint. Emergency personnel and equipment, however, shall not be delayed or rerouted, but shall be allowed through Police/Fire lines at their assigned checkpoint and directed to the scene as required.
- Exceptions - the following persons shall be permitted through Police/Fire lines:
  - members of police, fire, and State Highway Department, Kent and Queen Anne’s County Public Works, and emergency management personnel in the performance of emergency duties;
  - members of any County, State, or Federal government, or private agencies whose presence is necessitated by the emergency;
  - members of public utilities agencies engaged in emergency operations; and
  - authorized members of the news media (radio, television, press, etc.).
- Exceptions – the following vehicles shall be permitted through Police/Fire lines:
  - Police, Fire, and Emergency Services vehicles;
  - Equipment vehicles to be used in connection with the emergency; and
  - Public utility vehicles or equipment whose admittance is deemed necessary for the effective handling of the situation.

**NOTE:**

On crime scenes, the Incident Commander will dictate the above policy for the purpose of safety and evidence preservation.

### **VIII. Potential Hazards**

- Aircraft Disasters – are to be handled the same as any other disaster; other considerations are as follows:



- human factors –
  - remove the survivors and injured. Cut the seat belts, if possible, instead of unbuckling. Take photographs and record the location of the survivors and injured before removal;
  - fatalities should not be removed unless necessary. If they have to be moved, photograph, and record location in the wreckage before removal;
  - do not disturb any part of the wreckage unless it is necessary to remove the injured. If possible, wreckage should be photographed before it is moved.
  - an accident site may be a hazardous area, therefore:
    - do not smoke;
    - do not touch batteries or cables since sparks can cause fire and explosion.;

- use extreme care if in an enclosed area. Interior materials, when subjected to flame, will emit toxic gas which can be fatal.
- attempt to ascertain the following prior to notification of the Maryland State Police and Federal Aviation Administration (FAA), or military authorities:
  - make and model of aircraft;
  - any identification numbers on the outside of the aircraft;
  - name of the pilot;
  - name and number of passengers and their medical condition.
- provide to investigating authorities the names of any witnesses plus the names of the first officers at the scene.
- Military Aircraft - in the event of a military aircraft accident, Dover Air Force Base, is to be contacted as soon as possible. The Air Force will create a local “crash team” to respond. Once they arrive the crash team will be responsible for the following:
  - investigation of accident;
  - care and treatment of injured;
  - identification of injured and dead; and
  - publicity releases.
- Non-Military Aircraft - in the event of a non-military aircraft accident, the Maryland State Police, the Federal Aviation Administration (FAA), and the National Transportation Safety Board (NTSB) are to be contacted immediately. These agencies will be responsible for the investigation of the cause of the accident. Public Safety personnel will be responsible for:
  - care of the injured;
  - safeguarding of wreckage;
  - identification of deceased; and
  - notification of next of kin.

NOTES:

- You are dealing with a very traumatic situation. You do **NOT** photograph **ANYTHING** unless you are instructed. Photographing anything without permission will be cause for your immediate removal from the scene, followed by the appropriate punishment for non-compliance of a command.
- Prior of the arrival of the crash, the on-scene personnel shall assure that the injured are cared for, the scene is secured, fires are extinguished, and property and wreckage are guarded.
- Instruments and parts of the airplane should **NOT** be moved unless absolutely necessary. The FAA or NTSB will remove this wreckage when they are finished their investigation.

- Hazardous Material Accidents - the purpose of the “hazardous materials accident section” of this plan is to address the threat of hazardous materials in Kent and Queen Anne’s County. This plan prescribes actions to be taken in the event of a hazardous materials accident. It assigns responsibilities, response, and support to various departments.



- Hazardous materials pose a real and potentially disastrous threat to the community of Millington, Maryland. Hazardous materials incidents may include, but are not limited to responses involving fires, spills, transportation accidents, chemical reactions, explosions, etc. Associated hazards involved may include toxicity, flammability, radiological

hazards, corrosive, explosions, health hazards, or any combination of these factors. It should be noted that due to the seasonal population density an accident involving even a small quantity of product during the summer months, could have a large impact on the health and safety of many persons.

- Hazardous material incidents can occur suddenly allowing little or no lead time to respond.
- The burden of first response falls on the local jurisdiction.
- Response to major hazardous materials incident may require assistance from neighboring jurisdictions, the public and private sectors, and departments and agencies of the state and federal governments.
- Facilities subject to reporting and notification requirements outlined in Title III, Emergency Planning and Community Right to Know Act – 1986 “will provide required information to the appropriate local and state authorities”.
- Response and recovery operations may require state, federal, and/or private technical and financial assistance.
- Evacuation, isolation, and quarantine of polluted areas may sometimes be the only means for protecting lives.

- Train Derailment - to be handled the same as any other disaster.



Other considerations are as follows:

- Human Factors –
  - remove the survivors and injured. Take photographs and record the location of the survivors and injured before removal, if possible.

- fatalities should not be removed unless necessary. If they have to be moved, photograph, and record location in the wreckage before removal.
- do not disturb any part of the wreckage unless it is necessary to remove the injured. If possible, wreckage should be photographed before it is moved.
- An accident site is a hazardous area, therefore:
  - do not smoke;
  - do not touch batteries or cables since sparks can cause fire and explosion; and
  - use extreme care if in an enclosed area. Interior materials, when subjected to flame, will emit toxic gas which can be fatal.
- Attempt to ascertain the following prior to notification of the Maryland State Police, Maryland Transit Authority, and Railroad Agency
  - number of train cars involved;
  - any identification numbers on the outside of the train;
  - name of the conductor;
  - number of individuals involved and their medical condition;
  - other vehicles, individuals, or structures involved; and
  - damage to any utilities.
- Provide to investigating authorities the names of any witnesses plus the names of the first officers at the scene.

**NOTES:**

- You are dealing with a very traumatic situation. You do **NOT** photograph **ANYTHING** unless you are instructed. Photographing anything without permission will be cause for your immediate removal from the scene, followed by the appropriate punishment for non-compliance of a command.
- Prior of the arrival of the crash, the on-scene personnel shall assure that the injured are cared for, the scene is secured, fires are extinguished, and property and wreckage are guarded.
- Instruments and parts of the train should **NOT** be moved unless absolutely necessary. The MTA or Railroad Company will remove this wreckage when they are finished their investigation.



- Fires – field fires, forest fires, grain tank fires, equipment fires, vehicle fires, mulch, and structure fires – to be handled the same as any other disaster.







Other considerations are as follows:

- hazardous materials – see previous reference to Hazard Materials - do not smoke; do not touch batteries or cables since sparks can cause fire and explosion; and use extreme care if in an enclosed area.
- human factors -- remove the survivors and injured. Take photographs and record the location of the survivors and injured before removal, if possible.
- fatalities should not be removed unless necessary. If they have to be moved, photograph, and record location in the site before removal.
- do not disturb any part of the fire debris unless it is necessary to remove the injured. If possible, everything should be photographed before it is moved.

- environment factors – note proximity of fire to surrounding properties, structures, vehicles/equipment, wind direction, weather conditions, etc.
- Farm Animal Fires – fires that are located within a structure containing chickens, horses, cows, etc. are to be handled the same as any other disaster.



Other considerations are as follows:

- hazardous materials – see previously hazardous materials information;
- human factors – remove the survivors and injured. Take photographs and record the location of the survivors and injured before removal, if possible;
- fatalities should not be removed unless necessary. If they have to be moved, photograph, and record location in the site before removal.
- do not disturb any part of the fire debris unless it is necessary to remove the injured. If possible, everything should be photographed before it is moved.
- environment factors – note proximity of fire to surrounding properties, structures, vehicles/equipment, wind direction, weather conditions, etc.

- Accidents – vehicle accidents, equipment accidents, boating accidents, are to be handled the same as any other disaster.



Other considerations are as follows:

- hazardous materials – see previously hazardous materials information;
- human factors – remove the survivors and injured. Take photographs and record the location of the survivors and injured before removal, if possible;
- fatalities should not be removed unless necessary. If they have to be moved, photograph, and record location in the site before removal.
- do not disturb any part of the fire debris unless it is necessary to remove the injured. If possible, everything should be photographed before it is moved.
- environment factors – note proximity of fire to surrounding properties, structures, vehicles/equipment, wind direction, weather conditions, etc.
- coordination will be necessary with MD State Police, Kent and/or Queen Anne’s County Sheriff’s Department, Kent and/or Queen Anne’s County Emergency Services, and the contracted towing company to clear the roads.



## NOTES:

- the severity of an accident may require a patient to be Medivac to the nearest trauma center. This will require a landing site and assistance to contain order to the surrounding area, transporting patient(s) from ambulance to Medivac, and traffic control.

- Flooding – flooding occurs most predominately in locations near or adjacent to the river and is typically caused by runoff from farm fields and impervious surfaces during excessive rain events or storms. See attached Nuisance Flooding Plan as adopted by the Town of Millington and approved by the State of Maryland.



- Medical Emergencies – medical emergencies include sickness, fall accidents, hunting accidents, violent occurrences, allergic reactions, etc., based on the severity of the medical emergency, responses will be made by Millington EMS, Kent County EMS, or Queen Anne’s County EMS. Medical emergencies could require transportation by Medivac, assistance by Maryland State Police, Kent County or Queen Anne’s County Sheriff Department, or Department of Natural Resources.

- Natural Hazards

- Hurricanes

- a hurricane is a tropical cyclone with sustained winds of 74 miles per hour. Hurricane watch is the first alert when a hurricane poses a threat to land. Hurricane warning is notice

that within 24 hours or less, a coastal area might be subject to both hurricane force winds and dangerously high water. Storm surge is an abnormal rise in the level of the sea, river, or bay produced by a hurricane.

- Category of Hurricanes

- Category 1 –

- wind speeds 74-95 miles per hour
- storm surge 4-5 feet above normal

- Category 2 –

- wind speeds 96-110 miles per hour
- storm surge 6-8 feet above normal

- Category 3 –

- wind speeds 111-130 miles per hour
- storm surge 9-12 feet above normal

- Category 4 –

- wind speeds 131-155 miles per hour
- storm surge 13-18 feet above normal

- Category 5 –

- wind speeds in excess of 155 miles per hour
- storm surge in excess of 18 feet above normal

- Hurricane Pre-Plan Conditions & Functions:

- Staff Responsibilities – Phase 1 – 72 hours prior to the expected arrival of a hurricane:

- Chief should call line officers meeting. This meeting should include but not be limited to an update and review of the on-coming storm.
- Communications should begin with Kent and/or Queen Anne's County Central Alarm advising them that our station is in Phase 1 of our hurricane plan and will continue to update them as the situation changes, as well as the Town of Millington Mayor.
- the printing of possible storm tracks and any and all information that might be obtained for review will be helpful and used as reference material.
- prepare all printed materials for public distribution concerning the on-coming storm. Also plan for distribution of material.

- all equipment and apparatus should be checked thoroughly for fuel, extra fuel (hand tanks), lights, and hand tools to assure they are functional.
- all items that are unique to our area need to be located, placed in an area easy to retrieve and place in service. Make sure that all extra equipment may be placed in service is in good working condition.
- Staff Responsibilities – Phase 2 – will be initiated when a 50% or higher possibility of a storm strike in our region exists:
  - Chief will call line officers meeting to update and brief all officers concerning the impending storm.
  - an Incident Commander will be established.
  - an Operations Chief will be established.
  - further appointments will be determined by the Incident Commander and the Operations Chief.
  - a documentation team should be established to begin the preparation of paperwork that will need to be handled for the incident.
  - additional equipment such as chain saws, fuel, oil, files, etc. should be gathered and made sure all are functional.
  - community information should be distributed door-to-door.
  - Fire Company will be requested to make sure provisions are in the station to handle large scale event and feed crews for up to 48 hours. The preparation should include fruit and comfort foods.
  - Fire Company generator and all other support equipment should be checked and rechecked at this time.
  - full company meeting should be scheduled to brief membership and share plans for the event.
  - contact should be made to Town of Millington Mayor.
- Staff Responsibilities – Phase III – storm will create imminent danger to life and property. Evacuations are mandatory; Fire Company will not be back to rescue stranded citizens nor place personnel in danger to do so.
  - all crews are assigned apparatus with officer or crew leader.
  - response will be limited depending on the weather.
  - apparatus will be given sections of responsibility.

- sections will be provided by the Incident Commander and Operations Chief. They will then be referred to as Section Chiefs for their respective regions until the conclusion of the event. Documentation from Section Chiefs is required and must be kept for all responses, as well as public service responses.
- SITSTATS (Situation Status Reports) will be required hourly by Section Chiefs until conditions exist that will enable them from not being taken.
- manpower and the ability to respond will be dictated by resources available.
- the decision to request any additional response from other agencies will be determined by the Incident Commander and the Operations Chief.
- IC will contact Town of Millington Mayor.
- the conclusion of the event and services needed from the Fire Company will be determined by local needs and county officials.

NOTE: Manpower issues and the decision to rotate crews and personnel throughout the event will be determined by the Incident Commander and the Operations Chief.

## **IX. Concepts of Operations**

- this plan is based on the concept that emergency functions for the various groups responding to the hazardous material accidents will generally parallel their normal day-to-day function;
- upon confirmation of a hazardous material accident the Senior Fire Officer on the scene will act as the Incident Commander (IC). The Incident Commander will establish an “Incident Command Post” and at his discretion, request representation from different departments/agencies.
  - the Incident Commander will exercise responsibility by closely coordinating with and utilizing the expertise of the other responsible officials at the Incident Command Post.
  - the Emergency Operations Center (EOC) will be activated to the extent necessary and will provide support to the Incident Commander in such areas as communications, alert and warning, transportation, evacuation, shelter, and additional resources. The

EOC will be kept current on all of the scene actions; i.e., casualties and request for resources.

## **X. Public Information**

- the Incident Commander shall designate a Public Information officer (PIO). This individual shall issue all official announcements pertaining to the incident. This incident could either operate from a media staging area on the scene, or from the Emergency Operations Center.
- at the request of the Incident Commander, the following procedures may be implemented to warn persons in the risk area:
  - activation of the Cable TV voice over-ride;
  - Emergency Call Up-Radio Stations;
  - loud speakers, sirens, door-to-door notification, sign boards, etc.;
  - activation of the Emergency Alert Systems; and/or
  - radiological response (for accidents involving radioactive substance the Incident Commander will conduct initial radiological monitoring. A decision will then be made as to whether to notify the State Department of the Environment with the following information: hazardous materials response levels and emergency response levels).

NOTE: If emergency is a Town related emergency, Incident Commander in joint cooperation with Town appointed Crisis Communication Officer will issue all official announcements pertaining to the incident.

## **XI. Responders and Possible Resources Include:**

- Response Level I –
  - Community Volunteer Fire Company, Inc.
  - Services from Kent and/or Queen Anne’s County if needed.
  - All neighboring Mutual Aid Companies deemed necessary for the incident.
  - All resources needed to bring the situation under control.
- Response Level II – Limited Emergency Condition - An incident involving a greater hazard or larger area which poses a potential threat to life or property, and which may require a limited evacuation of the surrounding area.



- All agencies in Response Level I;
  - Kent and/or Queen Anne’s County Emergency Management Director;
  - All public utility providers.
  - Town of Millington Mayor.
- Response Level III – Full Emergency Condition - An incident involving a severe hazard or a large area which poses an extreme threat to life and property and will probably necessitate a large-scale evacuation; or an incident requiring the expertise or resources of county, state, federal, or private agencies/operations.
- All agencies in Response Level I and Response Level II;
  - Mutual Aid Fire, Police, and Emergency Medical Services;
  - State Emergency Management Agency;
  - State Department of the Environment;
  - State Department of Health;
  - Federal Environmental Protection Agency;
  - Regional Response Teams; and
  - Activation of the Emergency Operations Center.

D. Task Assignments

1. Senior Fire Official on the Scene (Incident Commander)
  - a. Coordinate all responding agencies, technical resources, and available information.
  - b. Establish an Incident Commander Post.
  - c. Isolate the area and deny entry.
  - d. Identify the material(s) involved.
  - e. Evaluate the hazards and risks present and conduct search and rescue.
  - f. Coordinate and control evacuation of the affected public when conditions warrant.
  - g. Control and confine the problem material.
  - h. Decontaminate personnel, property, and the general public as necessary.
  - i. Safely terminate and fully document the incident.
  - j. Identify transportation routes for hazardous materials.

